



State of Colorado

Work Life Employee Discount Program Policy

General Policy Statement

The State of Colorado assumes no obligation or liability and does not endorse any products, services, or discount vendors. The Work-Life program reserves the right to revoke, deny, or disapprove any existing or applying vendor, based on the Work-Life Employee Discount Program policy. All discount vendors agree to all conditions set forth in this policy and any subsequent revisions.

An approved application and discount offer is effective for a 12-month period. Another application must be submitted if the vendor wishes to renew or offer a similar discount, after expiration of the 12-month period.

The vendor's discount offer must be an added value or actual discount on products or services and the business must be legitimate, with the discounted products or services offered of an appropriate nature and not referenced anywhere within the Work-Life Employee Discount Program policy as restricted or prohibited. Vendors may not disclaim knowledge of, or responsibility for, the authenticity or legality of the products or services offered.

All state employees are encouraged to shop and compare prices and services before purchasing, signing any contract, or making any arrangements. The State of Colorado and Work-Life Program assume no responsibility for any arrangements, contracts, purchases, or disputes between an individual employee and any discount vendor. The State of Colorado Work-Life program does not negotiate, guarantee, or endorse discount vendors or discount prices and it is highly suggested each employee research and compare prices, levels of service, and any licensing or certification requirements, as should be done when making any purchase.

Generally, all permanent state employees, regardless of branch of government, are eligible for these discounts; however, limitations on participation may exist for those specific employees directly and significantly involved in the procurement process. Such employees should consult their purchasing director for guidance.

Eligibility requirements are set forth by the discount vendor and generally include all state employees. Employees must consult the specific discount vendor for any proof of employment requirements or eligibility limitations. Some vendors may include retired employees as eligible.

All vendors and products or services must be appropriate and not of an offensive nature or promote hatred, violence, or intolerance, and not be political, religious, or pornographic or sexual in nature. No discount vendor offer shall be allowed to compete or conflict with any current State program.

Childcare discounts are subject to a separate agreement. Childcare vendors wishing to offer a discount must email to the Work-Life Programs Coordinator (Travis.Engelhardt@state.co.us) for more information.

All vendors must submit a valid application to be considered for listing within the Department of Personnel & Administration's Work-Life website. The Work-Life Employee Discount website will be a central point for collecting and presenting all discount offers to state employees. The website will allow state employees access to the vendor's discount offer. This in no way constitutes an endorsement for any vendor.

Prohibited and Restricted Products and Services

Alcohol and Tobacco

All alcoholic beverages and tobacco products are prohibited due to the highly regulated and taxed nature of these items within the United States. Due to the many difficulties inherent in Internet alcohol and tobacco sales or discount offerings, the State of Colorado's Work-Life website will not permit the listings of wine, beer, or other alcoholic beverages, and tobacco products.

Note: Vendors representing food establishments or general merchandising (e.g., restaurants or retail sales) shall exclude alcohol and tobacco products from their discounts.

Counterfeit or Unauthorized Items

Items such as counterfeits, unauthorized replicas, or otherwise unauthorized items (counterfeit watches, handbags, or other accessories) are prohibited. Unauthorized items (such as pirated, duplicated, backup, bootleg, and so forth) copies of software programs, video games, music albums, movies, television programs, or photographs are prohibited.

Drugs and Drug Paraphernalia

Narcotics, steroids, or other controlled substances (including any substance in Schedules I, II, III, IV or V of the Uniform Controlled Substances Act, 21 U.S.C. 801 et seq.) shall not be listed within the Work-Life website.

Drug paraphernalia, as defined in [21 U.S.C. 863](#), are prohibited. Such paraphernalia includes all items that are primarily intended or designed for use in manufacturing, concealing, or using a controlled substance.

Firearms (including Replicas and Militia) and Ammunition

Firearms and firearms dealers are prohibited within the Work-Life website. Firearms include all "pre-ban," sporting, collectible, curio and relic (C&R), and antique firearms, regardless of their capability to fire a shot. Any item that is designed to propel a metal (or similar) projectile is covered by this restriction, regardless of that item's present ability to fire.

All firearms-related items and components (BB guns, air guns, any kit designed to create a firearm, silencers, or converters), ammunition magazines, including high capacity magazines (magazines that can hold more than 10 rounds) and ammunition with propellant (such as gunpowder) are prohibited on the Work-Life website. Generally, all ordnance (military weaponry, ammunition, and related parts) is not permitted, even if the item is "unserviceable" or has been "demilitarized" or "demilled". Look-alike firearms and weapons are also prohibited.

Hazardous Items

Hazardous or dangerous goods are items that may pose a danger to health, safety, or property while being transported, such as explosives, fireworks, radioactive materials, flammable gases and solids, and toxic substances, are prohibited.

Gambling

The Work-Life Program does not permit the sale of lottery tickets, slot machines, or other gambling related products or services.

Offensive and Pornographic Materials

Vendors, or products and services that promote or glorify hatred, violence, intolerance, or items that promote organizations with such views are prohibited. Pornographic material and products, items, or services of a sexual nature are prohibited.

Law Enforcement Related Items

Law enforcement badges or official law enforcement equipment from any public entity (local, state, federal, and foreign governments) are prohibited. Further, federal agencies also prohibit any commercial reproduction of their name, seal or logo.

Postage Meters

The Work-Life program does not permit the listing of postage meters on its site because the sale by unauthorized dealers violates United States Postal Service Regulations.

Prescription Drugs and Services

The Work-Life program does not permit the listing of any controlled drug or item that requires a prescription from a licensed health care provider to dispense. Such products and services are covered by the State's group health benefit plans. (Also see "Treatment of Medical Conditions".)

Treatment of Medical Conditions

The State of Colorado provides group health benefit plans covering the treatment of diagnosed medical conditions. Since, State Employee Benefits is a current state program and because human life is involved, the Work-Life program will not list services for the direct treatment of medical conditions. (Also see "Prescription Drugs and Services".)

Satellite and Cable TV Descramblers

The sale of items that can be used to descramble or facilitate the access to cable or satellite television programming without authorization or payment is prohibited.

Stolen Property

The sale of stolen property is strictly forbidden and violates state, federal, and international law. The Work-Life program strongly supports law enforcement efforts to recover stolen property that may be listed on its website, and urges the prosecution of those responsible for knowingly attempting to sell such items.

Weapons and Knives

Weapons, knives and any other item where the sole purpose is to harm or take a life are prohibited.

- Hunting Firearms and Weapons

The Work-Life Program prohibits vendors from listing sport & hunting firearms as well as ammunition. Bows, crossbows, arrows, and other similar and related hunting weapons are prohibited. (See above policy on "Firearms").

- Hand Weapons

Any hand weapons, such as metal knuckles and throwing stars are prohibited.

- Knives

Knives and related products are generally not permitted.

▪ Switchblade Knives

A switchblade knife is defined as any knife that resembles a pocketknife with a blade that can be released automatically or by use of a trigger. These knives are prohibited.

▪ Disguised Knives

Knives disguised to look like a harmless item are prohibited. These items include but are not limited to belt buckle knives, lipstick case knives, air gauge knives, and writing pen knives.

This policy and list of prohibited or restricted items may not be all encompassing and the Work-Life Program reserves the right to refuse, revoke, or not approve any vendor's discount application based in part or in whole on this policy. Please direct any questions or concerns to the State of Colorado Work-Life Programs Coordinator at vendor.discounts@state.co.us.